

**NMFR Joint Finance & Personnel Committee
Meeting Minutes
June 28, 2016 – 5:30 p.m.
3rd Floor Council Chambers – City of Menasha**

Present: Ald. Stevenson, Pollnow, Kunz, Keehan and Krautkramer

Excused: Ald. Benner

Also Present: Chief Kloehn, Director Steeno, Director Barber, AC Green and MA Theisen

Public: Ald. Collier

Ald. Stevenson called the meeting to order at 5:30 p.m.

Public Forum: No members of the public chose to speak.

Meeting Minutes: MSC Pollnow/Keehan to approve the June 7, 2016, all voting aye.

Monthly Budget Report: Committee members reviewed the May 2016 budget report. Chief Kloehn noted both Common Council's approved filling his vacant line staff position and an offer will be made next week when his 30 day clause is up. There were three people off for non-work related injuries. One person was able to work light duty, which saved us 81 hours of overtime. **MSC Pollnow/Keehan to approve the May 2016 budget report and place on file all voting aye.**

Activity Report/Automatic Aid Reports: The Committee reviewed the May activity and automatic aid report. **MSC Pollnow/Kunz to accept the May Activity and Automatic Aid Report and place on file, all voting aye.**

5:30 p.m. Ald. Krautkramer entered the meeting.

Station 32 Kitchen Remodel: The Committee reviewed the memo from Deputy Chief Voss regarding Station 32's kitchen remodel. It was noted due to some unforeseen issues that were discovered during the remodeling project this caused the overage of \$2,077.56 of this project. Ald. Pollnow asked Chief Kloehn to talk to Director Easker about where the monies would come from within the City of Neenah to cover the overage and report this back at the next meeting.

Consideration and Action of approving City of Neenah Resolution #2016-25 Amending the Fee Schedule of the City of Neenah to provide for a Residential Rental Property Smoke Detector Fee and City of Menasha Ordinance Sec 5-3-3 Smoke Detector Requirement: The Committee reviewed the information provided by AC Green regarding our Smoke Detector Program. This program is to install smoke alarms in single-family, owner occupied homes within both Cities. However, there are times when we find rental properties do not have working smoke alarms installed. When this happens we do contact the property owner to correct the issue. However, there are times when we have an issue gaining compliance and we want make sure residents have working alarms. The resolution and ordinance changes allow us to recoup our costs for the alarms. Ald. Pollnow asked what the budgeting source would be if we cannot obtain grants and/or donations for this program. AC Green said \$300 was budgeted within our operating budget to cover the purchase of alarms. However, we have been able to obtain free detectors through donations from different sources and have not had to use these funds. **MSC Pollnow/Keehan recommends the City of Neenah approve Resolution #2016-25 amending the fee schedule of the City of Neenah to provide for a residential smoke detector fee and the City of Menasha Common Council approve the proposed ordinance change to Menasha ordinance Sec 5-3-3 Smoke Detector Requirement, to impose a special charge, all voting aye.**

Consideration and Action of Wisconsin Administrative Code Chapter ATCP 93 Local Program Operation Contract: The Committee reviewed the information regarding the contract renewal for above/below ground storage tank inspections. Ald. Kunz asked about the delay in receiving this contract to review. AC Green noted the delay was due to the State of Wisconsin was behind in sending the contracts out to the municipalities. **MSC Pollnow/Keehan recommends the City of Neenah and City of Menasha Common Councils approve the Wisconsin Administrative Code Chapter ATCP 93 Local Program Operator Contract between Wisconsin Department of Agriculture, Trade, and Consumer Protection and Neenah-Menasha Fire Rescue for a time period of January 1, 2016 through December 31, 2017 and authorize Chief Kevin Kloehn to sign this contract on behalf of Neenah-Menasha Fire Rescue, all voting aye.**

MSC Pollnow/Keehan to adjourn at 5:55 p.m., all voting aye.

Respectfully Submitted,

Tara Theisen
Management Assistant